

**St. Thomas University Library**  
**Collection Development Policy**  
**July 25, 2011**

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## ***Purpose***

The purpose of this Collection Development Policy is to define the principles and procedures that govern the development and maintenance of the collections at St. Thomas University Library.

## ***Mission Statement***

The St. Thomas University Library embodies the Mission and Vision Statements of St. Thomas University as a physical and virtual center where students, faculty, staff, and the greater community engage and collaborate in learning, teaching, and research. The Library serves the learning community through a circle of services that help faculty, staff, and students transform into information fluent professionals and ethical global leaders.

### **We Care About:**

- Our Learning and Teaching
- Our Students as Developing Successful Leaders
- Our Catholic Identity
- Our Diversity

## ***Vision Statement***

### **Our Vision Empowers:**

- Creating an information and technology rich learning environment where the academic, spiritual, intellectual, and psychological needs of our community are supported and networked with other St. Thomas University programs.
- Engaging our students and faculty at their point of need and journeying with them through the research, evaluation, production, and publication processes to create new and original knowledge and learning.
- Empowering our community's scholarship and inspiring the pursuit of new ideas, models, and processes within the academic community.

## ***Collection Development Policy***

The core philosophy of collection development for the University Library is that everyone needs information and information is useless without people.

The Library connects people with information, and good collection development is the guiding principle behind information access. Along with the policies expressed in the *Faculty Handbook* on Academic Freedom, the Library supports academic and intellectual freedom as expressed in the American Library Association's *Library Bill of Rights* and *Freedom to Read Statement*. The Library strives to develop and market a diverse, comprehensive collection, and will not censor or exclude materials because of race, ethnicity, sexual orientation, political, or religious point of view.

The University Library supports the mission and vision of St. Thomas University by acquiring, organizing, and disseminating materials that support the curricular and information needs of the university and library community. Materials are selected based on learning potential, informational support, and the enjoyment of library users.

### **Selection Responsibility**

The chief Collection Development officer for each schools or college of the University is that program's official Library Liaison. In the event that a program or aspect of the University does not have an official Library Liaison, the Library Administrator will serve in that capacity.

The process of selecting materials for the library is a cooperative effort involving the library and University faculty. All members of the University community are encouraged to make suggestions by sending their ideas to any of the library liaisons. Upon request, the library liaisons will work with teaching faculty to develop a specialized plan to address a specific information need.

### **Allocation of Funds**

The Library's collection development funds are allocated annually in July. Considerations for fund allocation include: how many students are taking classes in that school or college, the number of faculty teaching in that school or college, the information needs and use of the library's resources by members of that school or college. Nevertheless, the library attempts to support and allocate funds in a fair and equal manner. Questions or concerns about the allocation of funds may be directed to the Library Administrator.

### **Criteria for Selection**

The following criteria are used when selecting materials for the collections of University Library:

- a) Curriculum Support: Priority will be given to materials that support the curriculum and mission of the University, taking into account factors of academic quality, appropriateness for educational level, format, price, scarcity of material, and quality of reviews.
- b) Indirect Curriculum Support: The Library will collect popular reading materials, including *New York Times* best sellers, movies, and documentaries to support recreational reading, ESL learning, literacy, and life-long learning.
- c) Print vs. E-formats: The Library prefers to purchase e-books for most Science, Technology, Business, and older historical materials when available.
- d) Textbooks: In general, the Library does not purchase textbooks.
- e) Duplicate Copies: The Library will not purchase duplicate copies, except in cases of extreme high use or demand.
- f) Languages: The primary language for library materials is English. Some materials, such as Spanish language resources, foreign language dictionaries, literature, and foreign language faculty requests are supported.
- g) Publication Date: In general, the Library will grant priority to more recent publications over out of print items.
- h) Audio-Visual: The Library currently supports DVD and Blu-Ray (including 3D) formats, and a limited microform collection. The Library will only purchase VHS if no other format is available.
- i) Serials: The Library does not add serials to the collection that are not indexed by the library's databases. Due to low usage, the Library does not purchase serials subscriptions without careful consideration.
- j) Interlibrary Loan Requests: The Library will add materials to its collection that are frequently (more than 2x a year) requested for interlibrary loan.

### **Procedure for Ordering Materials**

Faculty and students seeking to request materials for the library's collection should contact the Library Liaison for that college or school. If a department does not have an official Library Liaison, requests should be given to the Library Administrator. The Liaison will prioritize these requests and forward them to the Acquisitions Coordinator, who will inform the Library Administrator of any item priced over \$250, and will order the materials from an appropriate vendor. Rush orders must be indicated as such and must include a reason for rush delivery.

Once the item has arrived and is cataloged, the Acquisitions department will notify the person who requested the item that it is available. The item will then be

held for seven days at the Circulation Desk and may be picked up by the person who requested it. After seven days, the item will be available in the main stacks.

- **Intellectual Freedom and Academic Freedom**

The University Library considers the principles of Intellectual Freedom and Academic Freedom as stated at this policy statement on collection development as well as in the *Faculty Handbook* to be core foundations of a good library collection. The library will not censor nor exclude materials because of race, ethnicity, sexual orientation, political, or religious point of view.

**Procedures for Problems with Intellectual and Academic Freedom**

If any member of University community believes their intellectual or academic freedom has been violated, they should immediately contact the Library Administrator, who will notify the Associate Provost and arrange for a meeting to discuss the violation and its resolution. Faculty are expected to follow the Academic Freedom policy procedures in the *Faculty Handbook*.

**New Courses and Programs at the University**

All new courses and program proposals submitted for approval must include a Library Materials Requisition Form, filled out in collaboration with a librarian.

**Assessment and Evaluation**

The University Library conducts ongoing assessment of its collections and services by following the Library Assessment and Evaluation Policy. Based on the action steps developed during the assessment process, and detailed in the Library's Annual Report, the Library will support special collection development projects to address issues or gaps in knowledge identified by the assessment.

**Distance Educational Support**

The Library will make a special effort to support the University's online and distance education programs through collection development of online resources. An outline of library services and support for distance education learners is available in the *Library Handbook*.

***Collection Maintenance***

As important as supporting access to new materials in the collection, ongoing maintenance through weeding, , preservation, protection from environmental issues, and quality control are necessary to ensure a relevant, well-rounded collection.

The Library Access Services Manager, under the direction of the Library Administrator, is the chief person in charge of collection maintenance. The Access Services Manager will train and review the accuracy of shelving by student employees, supervise shelf reading, and provide annual reviews of environmental issues, including screening for mold and water leaks. This person will also supervise the process of reporting and searching for lost materials. All library staff and faculty should fill out a lost item report (available at the library Circulation Desk) when an item cannot be located on the shelf and is marked as “Available” in the library catalog. The Access Services Manager will supervise three searches for the item(s). If the item remains lost, the form will be given to the library liaison who supervises that area of the collection for a decision on replacing or deselecting the item from the library’s collections.

The Assistant Library Administrator, under the direction of the Library Administrator, is the chief person in charge of inventory and quality control issues. The Library will conduct a rotational inventory approach that will provide a full inventory of its physical collections every three years. All library staff and faculty should provide a screenshot to the Assistant Library Administrator of records that lack LHRs or appear to have quality control issues.

Materials that library or staff members consider in need of replacement or preservation should be reported to the Library Liaison who supervises that area of the collection. The liaison will coordinate with the library administration and cataloging departments to best preserve the item’s academic value for users.

## ***Weeding Policy***

The library recognizes that continuous evaluation of the collection is essential to ensure that it remains current and relevant, and weeding is an important aspect of the library’s collection development policy. The library encourages faculty to assist in continuous review of the collection within their area of expertise to identify those items that, due to condition, age, relevancy or other factors, should be deselected from the collection. Weeding the collection enables the library to keep its collection relevant, and utilize the library’s physical space in an efficient manner.

### **Criteria for withdrawing material:**

- The material is out of date.
- The material is inaccurate or irrelevant

- The material no longer supports the collection.
- Popular fiction and best sellers older than 10 years.
- Physical condition of the item is bad or beyond repair.
- Duplicate copies that are no longer deemed necessary or are available in other formats.
- Reference material that is superseded, dated, inaccurate or of no historical value.

**Items excluded from withdrawal:**

- Core material in each discipline.
- Classic or seminal works.
- Primary sources.
- Faculty publications and University history.

Material selected for withdrawal will be taken to technical services for removal from the library's holdings. When possible, deselected materials will be sent to the library's used book sale program.

The library liaisons are responsible for informing faculty in their respective academic departments of relevant material designated for withdrawal. The final decision on the withdrawal of any materials remains the responsibility of the library.

## ***Donation Policy***

The Library will accept material from members of the University community, if the material supports and enhances the instructional programs of the university. Material delivered by non-St. Thomas University community members must be approved by library and/or regular faculty in the approval area, or the Director of Library Services. Materials donated to the library become the property of the library. Donated materials may be added to the collection; however, the library reserves the right to distribute materials according to library needs. Donated materials may be catalogued, recycled, offered to other institutions, sold, or discarded at the library's discretion.

The library may acknowledge the receipt of donated items but cannot perform appraisals. The donor must assess his or her own donation for tax purposes. Evaluation may be made by outside consultants at the donor's expense.

The library may acknowledge purchases of materials through financial donations with bookplates placed inside the covers of books, or other places befitting the format of the material. The library reserves the right to select titles, formats, editions, etc. with donated funds.

**Procedure**

- 1) The Acquisitions Coordinator, in collaboration with faculty librarians and the Library Director, coordinates the library materials received as donations, following the Library's Collection Development Policy.
- 2) The Library Donation Form is completed and signed by the donor, agreeing to the Library's Policy.
- 3) Letters of acknowledgement will be prepared and signed by the Library's Administrative Office.

**Forms used include:**

Library Gifts Form (paper)

**St. Thomas University  
Library Material Donation Form**

The Library reserves the right to process donated material as it deems most appropriate. Donated material will be analyzed in the context of the University's collection development needs, and may be added to the collection, offered to other institutions, placed in a book sale, or discarded at the library's discretion.

**Donor Name:** \_\_\_\_\_

**Faculty:** \_\_\_\_\_ **Student:** \_\_\_\_\_

**Number of books:** \_\_\_\_\_

**Number of journals:** \_\_\_\_\_

**Number of audio-visuals:** \_\_\_\_\_

**Would you like an acknowledgement letter for this donation?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**If "yes," please give us your address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Donor Signature**

\_\_\_\_\_

**Received by**

### ***Policy on the Confidentiality of Library Records***

All Library records including records of requests for purchase, interlibrary loan requests, and circulation records are considered confidential and will not be released to anyone, except the patron whose name is on the record, without a subpoena or court order. The Library will not inform anyone of who has a book checked out nor what library content someone is using.

### ***Statement of Publication***

This policy is considered a public document and can be given to anyone upon request.

### ***Procedures for Revision***

This policy should be reviewed annually by a committee of the Library Liaisons. A complete overhaul of this policy should be undertaken with faculty, administration, and student input every three years, and the new policy will be published and available for any members of the St. Thomas University to review.

## Biscayne College

### Programs:

BA in Criminal Justice, English, History, Human Services, Liberal Studies/Global Leadership, Political Science, Psychology; MS in Guidance & Counseling, Marriage and Family Therapy, Mental Health Counseling; Certificate programs in Child and Adolescent Studies, Criminal Justice, Guidance and Counseling, Homeland Security and Terrorism Control, Justice Administration, Marriage and Family Therapy, Loss and Healing

### Major information needs:

Criminology, Crime and Delinquency, White Collar Criminality, Victimology, and Organized Crime, American Literature, Key West history and literature, Florida Studies, Hemingway (works and criticism), Shakespeare (works and criticism), Romantic literature and criticism, Theory of the Novel, Modern Poetry, Modern Short Story, Irish literature, Bible as Literature, English Renaissance, Writing, History of Western Civilization, United States History, African American History, American Social History, European Intellectual History, Philosophy of Education, Philosophy of Religion, Logic, Sustainability, Ethics (including Social, Biomedical, Environmental, and Business Ethics), History of Philosophy, Clinical Psychology and Counseling, Research Methods in Psychology, Cognitive Psychology, Child and Adolescent Psychology, Multicultural Psychology and Counseling, Applied Psychology, Marriage and Family Therapy and Counseling, School Guidance and Counseling, Therapies and Theories of Psychology

**Major publishers:** American Psychological Association, Oxford University, Jossey-Bass, Sage, Mc-Graw Hill, Prentice-Hall, Abingdon, Harper, Wiley, Blackwell, Routledge, Knopf, W.W. Norton, Wilson, Yale University, Cornell University, Modern Language Association, Harvard University

### Special notes:

- UNI 101 is directed by Biscayne College. This course introduces students to the library as place and source for information.
- Biscayne College includes the University Honors Program. Honors coursework includes Honors Writing, Western Literature, Western Civilization, Philosophy, Ethics, Religious and Bible Studies, and the History of Christian Thought.
- The Global Leadership Studies Program with a concentration in Philosophy is offered in collaboration with Biscayne College.

**Major Databases:** JSTOR, Project Muse, PsycInfo, ProQuest Central, Literature Resource Center, ABI/INFORM, Academic Search Premier

**Faculty interests:** Epic, Drama, Renaissance, Romanticism, American Literature, Literary Criticism, Ernest Hemingway, Mark Twain, Counselor Education and Student Counseling, Political Science, Marriage and Family Therapy, Criminology, Comparative Criminal Justice, and Sociology of Law, International Relations and Affairs, Sociology, European and American History, Philosophy, Religion, Maritime History.

## **University Library**

### **School of Business:**

**Programs:** B.A. B.S. M.A. and M.S. degrees offered in Management, Accounting, Economics, Finance, Business Administration, Institute for Global Entrepreneurship, Hospitality and Tourism Management, Sports Administration, Management, International Business.

**Major Information Needs:** Ethics, International Business, Latin America Business and Politics, China and Asia Business and Markets, Marketing, Branding, Business Management, Micro and Macro Economics, Justice Administration, Human Resource Management, Tourism and Hospitality, Sports Management and Sports Science, Business Leadership, Business Administration, Accounting, Finance, Entrepreneurial Strategies and general business topics.

**Major Publishers:** Standard & Poors, Moody's, Mergent, Thompson Gale, Harvard, Oxford and Yale Presses, Sage Publications, Wiley & Sons Publications, ABC-CLIO (Greenwood and Praeger), Prentice Hall, Jossey-Bass, McGraw-Hill, St. Martin's Press.

### **Special Notes:**

- Ethics and leadership are major pillars of the University mission and vision, and play a critical role in the School of Business curriculum.
- Promotion the principles of entrepreneurship a major goal of the School of Business

- Programs and degrees are not fully offered online, however, the School of Business utilizes 9 week (A-Terms); therefore, student need prompt access to online resources.

**Major Databases:** Mergent Online, ABI-Proquest, Dissertation Abstracts, Health Business Elite, Infotrac, E-books, Academic Search Premier, Gale Infotrac Onefile, Encyclopedia of Associations, General Business File, Sports Discus

**Faculty Interests:** Personal and Company Branding, Accounting, Economics and Finance particularly in the Asian and Latin America Regions, Hospitality and Tourism, Sports Administration and Science. Ethics and Ethical Leadership,

## **School of Leadership Studies**

### **Programs:**

BA in Communications

BA in Elementary Education

BA in Elementary Education with ESOL Endorsement

BA in Fire Science Management

BA in Secondary Education (Chemistry, English & Mathematics, Social Science)

BA in Organizational Leadership

BA in Health Care Services

MA in Communication Arts (Specializations in Electronic Media Arts; Hispanic Media and Art Management)

MPS in Executive Management

MS in Education (Specializations in Earth/Space, Elementary Education, Instructional Technology, Reading, ESOL,

MS in Educational Administration

MS in Educational Leadership

MS in Special Education (also with ESOL Specialization)

Graduate Certificates: Art Management, Earth/Space Science, Electronic Media, ESOL, Gifted Education, Hispanic Media, Instructional Technology, Professional Studies in Education, and Reading

Ed. D. Doctorate in Leadership Management

### **Major Information Needs:**

Communication Arts, Professional Speaking, Effective Media writing and Speech, Diversity, Leadership, Media and Social Communication, Ethical Communication, Study of Film, World Cinema, Television, Video Gaming, Blogging, Films Festivals Management, Electronic Media,

Hispanic Events Management, Multimedia Spoken Journalism, Hispanic Marketing and Advertising, Bilingual Communications, Media Environment, Management (Art Galleries and Museums) Art Economics, Arts Production, Arts Marketing, Art Finances, Arts Fundraising, Art Law, Copyright, Fine Arts, Art History, Art Terminology, Art Critique, Media Ethics, Visual Imaging, Animation, WebPage Analysis and Design, Elementary Education, Special Education, Educational Administration, Psychological Foundations of Education, Educational Leadership, History of Education, Reading, Educational Measurement, Classroom Management, Teaching Methodology, ESOL, Applied Linguistics, Instructional Technology, School Law, School Finance, Principalship, Online Teaching, Applied Research Methods, Education Assessment, Learning Disabilities, Statistical Methods, Higher Education, Health Care Services, Health Care Management, Emergency Management and Planning, Leadership, Catholicism, Quantitative and Qualitative Research methods, Business, Management, Economics, Fire Services and Administrative Services.

**Major Publishers:** Jossey-Bass, Oxford University, Yale University, Sage, Pearson Higher Education, Annenberg/CPB Project, Atwood Publishing, Cengage Learning, ERIC, Heinemann, McGraw Hill, Teachers College Press, U.S. Department of Education, Gale, Elsevier, Harvard University, Harvard Business, Columbia University, Hoover's, Prentice Hall, Springer, Wiley, Westview, WW Norton, Rowman & Littlefield, Scarecrow, Harry N. Abrams and Phaidon

**Special Notes:**

- Our programs span an array of disciplines in leadership. The University Library is fully committed to provide an adequate collection to support each of our programs.
- Each of our programs prepares students to be leaders and to contribute to the well being of local communities and the global environment.
- Our Catholic identity and heritage is incorporated in many of our courses to examine and learn the perspective and standards of the church.
- Some programs and degrees are online; therefore, students need access to online and distance education services and resources.

**Major Databases:** ABI/INFORM (Proquest), Academic Search Premier (EBSCO), Newsbank, Associated Press Images, Art Museum Image Gallery (Wilson), Building and Fire Codes (madcad.com), CAMIO, CPLI, Dissertations & Theses, Education Encyclopedias (Gale), ERIC, Films on Demand, General Business File, Health Business Elite (EBSCO), Health Reference Center Academic (Gale), Infotract, JSTOR, ProQuest Central, PsyInfo, Statistical Datasets and Science Direct.

**Faculty Interests:** Hispanic Media, Public Speaking, Blogging, Video Gaming, 3D, Digital Photography, Children's Literature, Special Education, Online Teaching, History of Film, Art Ethics, Education, World Education, Bullying, Journalism and Foreign Films.

## Collection development profile

### School of Science, Technology and Engineering Management

The St. Thomas University Library collects materials in support of the curriculum and programs of the School Of Science, Technology and Engineering Management (STEM). Materials are selected to support departmental teaching as well as student and faculty research efforts. The library also collects materials in the general sciences and selected quality popular science titles reflecting the needs and interests of the STU community.

The STEM consists of two academic units: The *Department of Natural Sciences, Mathematics, and Computer Sciences*, which offers traditional undergraduate degrees with emphasis on hands-on research and laboratory experience; and the Institute for *Applied Computer Applications and Engineering Management*, which offers programs focusing on interdisciplinary skills and resource management for professionals, scientists and engineers aiming to advance their careers.

**Programs:** BS degrees in Biology, Chemistry, Computer Science and Mathematics, a BA degree in Computer Information Systems, a BS in Engineering offered jointly with Florida International University, a BSN in Nursing Program offered jointly with the University of Miami and a BA in Secondary Education with specializations in Biology, Chemistry, or Mathematics in collaboration with the Institute for Education; graduate courses in support of graduate degree programs throughout the University; minors in Biology, Chemistry, Mathematics and Computer Information systems.

**Major information needs:** Basic sciences: mathematics, multidisciplinary science and applications in such areas as bioinformatics, biophysics, medical physics, mathematical biology, computational chemistry, environmental physics and computational biology.

**Specific area emphases:**

**Biology:** Human genomics; genetics and genetic diseases; molecular and cellular biology, specifically stem cell research and quantitative PCR (Polymerase Chain Reaction); basic neuroscience, inheritance, evolution, ecology; plant physiology and plant tissue culture (including propagation, genetic diversity, medicinal value, endangered Florida species);; cancer mechanistics; herbal medicine and drug development;

**Nursing:** General introductions to Biology, Anatomy and Physiology as well as to the Nursing profession; human growth and development, nutrition; medication calculations; chemistry, algebra, pre-calculus, etc. for nurses; statistics and microcomputer applications for the health professions; ethics; scientific writing.

**Forensic science specialization for Chemistry and Biology majors:** forensic techniques in analytical chemistry, biology, and modern instrumentation, analysis and identification of plant and animal materials, drugs, etc; introductory materials to such related fields as Psychology and criminal justice.

**Engineering:** Introductory and academic undergraduate materials in four major areas: Biomedical Engineering; Civil and environmental engineering; electrical and computer engineering, and mechanical and materials engineering.

**Databases:** *ProQuest* and *Ebsco Academic Search Premier* science content for undergraduates, *Science Direct* for upper level courses and research; selected web sites under ‘*Environment*’ and *Earthscape* for environment related topics; *Pubmed* and *SportsDiscus* for health related topics; secondary: *PsycInfo*, *Dissertation Abstracts* and *Statistical Datasets*.

### **School of Theology and Ministry:**

**Programs:** PhD in Practical Theology; Master of Divinity; Master of Arts in Pastoral Ministry; BA in Religious Studies; Certificate programs: Deaf Ministries, Loss and Healing, Catholic Social Teaching, Spiritual Companionship, Spiritual Studies, and Biblical Scholars; and the Ecumenical Institution; Center for Peace and Justice, and Center for Wholistic Spirituality

**Major Information Needs:** Practical Theology (British, American, South Africa, and Dutch), Dissertation Methodologies, Pastoral Care and Counseling, Theology, Theological Methodologies, Worship, Hermeneutics, Homiletics, Bereavement, Liberation Theology, Contextual Theology, Church Leadership, Catholic Studies, Catholic Social Teaching, Ethics, Political Theology, Canon Law and Polity, Biblical Studies, Biblical Language Studies, Christian Scriptures, Hebrew Scriptures, Ecumenical and Inter-religious Dialogue, World Religions, Church History, Spirituality, Spiritual Companionship, Clinical Pastoral Education, and Ministry

**Major Publishers:** Eerdmans, T&T Clark, Ashgate, Westminster John Knox, Pilgrim, Orbis, Chalice, Baker Books, Fortress Press, Liturgical Press, Jossy-Bass, SCM, Continuum, Brill, Oxford University, Yale University, and Zondervan

#### **Special Notes:**

- Catholic identity is a major characterize of this University and is given high priority in collection development
- The Master of Divinity is especially diversity in faith traditions including: AME, Baptist, Presbyterian, UCC, UU, Lutheran, Episcopalians, and Methodist traditions
- Some programs and degrees are online; therefore, student need access to online and distance education services

**Major Databases:** ATLA Religion Database, Catholic Periodical Literature, ATLA Historical Monograph Series One and Two, Dissertation Abstracts, and ProQuest Central.

**Faculty Interests:** Death and Bereavement, Catholic Social Teaching, Deaf Ministries, Gospel of John, Politics and Theology, Wolfgang Pannenberg, Empirical Theology, Trinitian Theology, Neuroscience and Theology, Theology and the Social Sciences, and Family and Marriage Studies